

# Job Opportunity

## Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

### OFFICE TECHNICIAN (TYPING)

<b>Salary:</b>	\$2,686 - \$3,264	<b>Work Hours:</b>	Core Hours of 8:00 a.m. – 5:00 p.m.
<b>Tenure/Timebase:</b>	Permanent/Fulltime	<b>Final Filing Date:</b>	April 9, 2009
<b>Contact:</b>	Gary Chapman (916) 445-2516 <a href="mailto:gchapman@ctc.ca.gov">gchapman@ctc.ca.gov</a>	<b>Office/Location:</b>	Commission on Teacher Credentialing Certification, Assignment & Waivers Division 1900 Capitol Avenue Sacramento, CA 95811-4213

Under the general direction of the Office Services Supervisor III, the Office Technician (Typing) is responsible for the following:

- Fingerprint unit duties including use the Siebel database, review detailed and sensitive information in response to inquiries from applicants, county, school districts and the Division of Professional Practices regarding the status of the fingerprint background checks processed through the CA Department of Justice (DOJ) and the FBI. Investigate missing fingerprint information by researching various data systems such as DOJ-DOJ and the SSMS website. Contact DOJ regarding missing information in the CTC database. Request and run queries and process and print the daily download of CCFP and VCO applications. Search printouts for missing fingerprint information and match fingerprint responses to complete the document process. Contact applicants, IHE, COE and school districts to acquire additional information that will assist in locating fingerprint information.
- Cashiering duties including receive, review and sort credential-related materials by type. Process mail and assemble into standard format for paper or electronic processing. Verify that the check amounts are appropriate for the transaction being requested by the applicants and input data into Credentialing Automated System (CASE), verifying that check amounts in each batch balance. Responsible for processing daily banking and balancing, daily report, general ledger and monthly banking reports on a weekly rotational basis and entering them into the Siebel Krystal Reports and excel. Process application & correction materials for Certification staff. Revise and update TOSB policies, procedures and manuals as needed.
- Microfilm duties including acting as the lead Technician in the scanning process. Monitor and assign workflow. Responsible for all aspects of the microfilming and scanning process. Using and maintaining microfilming and scanning equipment.

### DESIRABLE QUALIFICATIONS:

- **Dependable** – is punctual, reliable, and maintains good attendance.
- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** – be a reliable source of accurate information.
- **Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

**CONDITIONS OF EMPLOYMENT:** Fingerprint Clearance and Typing Certificate are Required.

### WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State Restriction of Appointment (SROA).

### IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address and contact person. All applicants must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 09-083 on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.